

Exhibit 17-1
Community Development Technical
Assistance (CDTA) Cooperative Agreements

6509.2 REV-5

Guide for Review of CDTA Cooperative Agreements			
Name of Program Participant:			
Staff Consulted:			
Program Name:		Date of Cooperative Agreement:	
Name(s) of Reviewer(s):		Date:	

NOTE: All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or cooperative agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the participant's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "finding."

Instructions: This Exhibit is designed to assess the CDTA provider's performance under the Cooperative Agreement between HUD and the CDTA provider.

Questions:

1.

Have work plans been approved by the GTR for each CDTA activity? [CDTA Cooperative Agreement, Work Plan Section]	<div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div>
Describe Basis for Conclusion:	

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2.

Are the scheduled CDTA activities being provided the same as those that were approved in the work plan(s)? [CDTA Cooperative Agreement, Work Plan Section]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: 	

3.

Is the CDTA provider following its budget (including any approved revised budgets)? [CDTA Cooperative Agreement, Budget Section]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: 	

4.

Is the CDTA provider following its schedule of CDTA activities? [CDTA Cooperative Agreement, Performance Section]	<input type="checkbox"/> <input type="checkbox"/> Yes No
Describe Basis for Conclusion: 	

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5.

<p>Is the overall quality of the CDTA acceptable in terms of recipients' evaluations, the GTR's own on-site assessment of training (if applicable), deliverables, and the provider's skill mix and staff assigned to carry out CDTA activities?</p> <p>[CDTA Cooperative Agreement, Training Section, Inspection and Acceptance Section]</p>	<div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div>
<p>Describe Basis for Conclusion:</p> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>	

6.

<p>Are progress reports being provided on a timely basis?</p> <p>[CDTA Cooperative Agreement, Progress Reports Section]</p>	<div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div>
<p>Describe Basis for Conclusion:</p> <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>	

7.

<p>Do progress reports contain all of the required elements?</p> <p>[CDTA Cooperative Agreement, Progress Report Section]</p>	<div style="display: flex; justify-content: space-around;"><div><input type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div>
<p>Describe Basis for Conclusion:</p> <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>	

Are requests for payments through LOCCS submitted in accordance with requirements? [CDTA Cooperative Agreement, Attachment 6, Billing Guidelines]	<input type="checkbox"/>	<input type="checkbox"/>
Describe Basis for Conclusion:	Yes	No